

Finance and Administration Officer – Job description

Title:	Finance and Administration Officer
Purpose:	Drive EHMA's office management and administration, and deliver streamlined financial procedures to surpass members, colleagues and stakeholders satisfaction, retention, and company goals.
Support:	This post reports to the Chief Operations Officer. Additional support and supervision is provided by the Director of Projects. Works across all EHMA departments.
People management:	Liaises with suppliers, providers, project partners and EHMA members. Liaises with EHMA external accountants and auditors.
Salary:	The basis salary starts at €1,800 and up to €2,500 gross per month depending on experience. A benefits package is also provided.
Terms:	Full time, open-end contract based in Brussels and subject to Belgian law. Formal performance review conducted after six months. The employment offer is subject to a satisfactory reference check.
Benefits:	We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed. We also provide flexible working hours, meal vouchers, phone reimbursement, public transport reimbursement, 5 days of extra-legal holidays, and a pension plan.

Key responsibilities

1. Maintain streamlined financial and accounting procedures, including the ordering, processing and payment for all goods and services; the reconciliation of bank accounts; preparation of invoices, collection of fees and other dues; and recovery of debts.
2. Contribute to the running of EHMA financial operations by compiling and monitoring the association budgets and preparing accurate financial reports for the Executive Director, reconciliations and audits, liaising with EHMA external accountants and auditors.
3. Support the administration of new contracts for employees, consultants and interns, and ensure the efficient and timely management of ongoing contracts, including the payment of payrolls, meal vouchers and staff and contractors' reimbursements.
4. Provide financial support to European Commission-funded projects, including collection of timesheets, invoices and receipts; calculation of hourly rates; and preparation of financial reports in line with EU standards and requirements in collaboration with the Senior Management Team.
5. Ensure proper office management and provide administrative and logistical support to the EHMA secretariat, members and partners, including governance, project and working groups meetings.
6. Oversee the filing and archiving of financial and administrative documents, and prepare and distribute memos and reports.

Finance and Administration Officer - Person description

ESSENTIAL CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, [vision and values](#).
- Adheres to EHMA's policies and procedures.
- Good working knowledge of English.
- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Have a can-do attitude and be solution focussed.
- Manage and prioritise your workload and ensure deadlines are met.
- The ability to be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all members of the staff team.
- Undertake professional development activities and training as agreed with your line manager.
- Maintain confidentiality with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their on-going development as required.
- Occasional work outside normal working hours for which time off in lieu (TOIL) will be given.
- Have regard for your own personal health and safety and for that of those around you.
- Ability to travel, predominantly across Europe and sometimes other regions, including one day meetings, overnight and multi-days.
- Sound knowledge of Microsoft Office and SharePoint.

Administration competencies

- Is patient, approachable and solution-focused.
- Outstanding verbal and written skills, and experience working with staff at all levels.
- Have a critical eye in terms of quality, accuracy and meticulous attention to details.
- Oversee general office operations.
- Purchase office supplies and equipment and maintain proper stock levels.
- Ensure processes and systems are in place to maintain the integrity, completeness and accuracy of information used within your areas of work.
- Oversee filing and archiving of documents online and offline.
- Manage the membership database and members' requests.
- Input payroll and meal voucher information in relevant portals.
- Support the administration of governance functions such as the completion of audits, keeping of minutes, and administering official meetings such as the Annual General Assembly and working groups.

Financial competencies

- Prepare and work within budgets.
- Manage invoices, money handling procedures, accounting and bank processes.
- Controls costs, and introduce practical initiatives to address losses.
- Prepare timely and accurate financial performance reports.
- Monitor adequate use of resources, including staff time.
- Contribute to the preparation of proposals for funding from external sources.
- Good knowledge of budgeting procedures for EU projects.
- Source and recommend suppliers in line with budget and commissioning contracts.
- Understanding and knowledge of the EU financial reporting procedures and rules

Leadership competencies

- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders.
- Contribute to the development of workplans and budgets.
- Participate in the measuring, reporting and continuous improvement of organisational performance.
- Use individual, team and organisational learning opportunities for personal and professional development.

Partnership Dimensions

- Work with stakeholders, members, research and project partners, industry and subject matter experts.
- Exercise discretion and sensitivity when interacting with all stakeholders.

Cultural Competency

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- Proficiency in French or Dutch
- Sound knowledge of Belgian employment policies and law.

DESIRABLE CRITERIA

- Bachelor's degree in Business Administration.
- Basic knowledge of healthcare management.
- Fluency in other European languages.

EHMA values diversity and is committed to transparent and fair recruitment. We offer direct feedback to all applicants. We are looking to recruit the person who best meets the criteria for this role.